



TANZA WATER DISTRICT

WATER SUPPLY CONTROL PROCEDURE

Type of Document: Quality Management System Procedures

Document No. TWD-QP-WRP-002 Rev. no. Ø Page 1 of 5

Execution Date	Rev. No.	Revision Type	Change Description	Page Affected	Originator
Nov. 04, 2016	Ø	New	Newly established in accordance to the ISO 9001:2015 requirements.	-	WRP

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ENGR. MYRNA P. BOBADILLA

General Manager

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Water Supply Control Procedure

Document No.	TWD-QP-WRP-002
Revision Level	Ø
Page	Page 2 of 5

1.0 OBJECTIVE

To manage the water quality of our water resources and to achieve a consistent chemical, physical and biological water supply.

2.0 SCOPE

This procedure covers the monitoring of the quality of the water supply.

3.0 DEFINITION OF TERMS

- 3.1 Ampere – the unit for measuring the rate at which electric current flows.
- 3.2 Voltage – the force of an electric current that is measured in volts.
- 3.3 Parameters – any of a set of physical properties whose values determine the characteristics or behavior of something.
- 3.4 Pump Station Cleaning – routine cleaning of each pump station to maintain orderliness and cleanliness.
- 3.5 Flushing – routine flushing of designated areas through blow offs and hydrants to ensure that water lines are clean and to reduce bio film build up in water lines.

4.0 REFERENCE DOCUMENTS

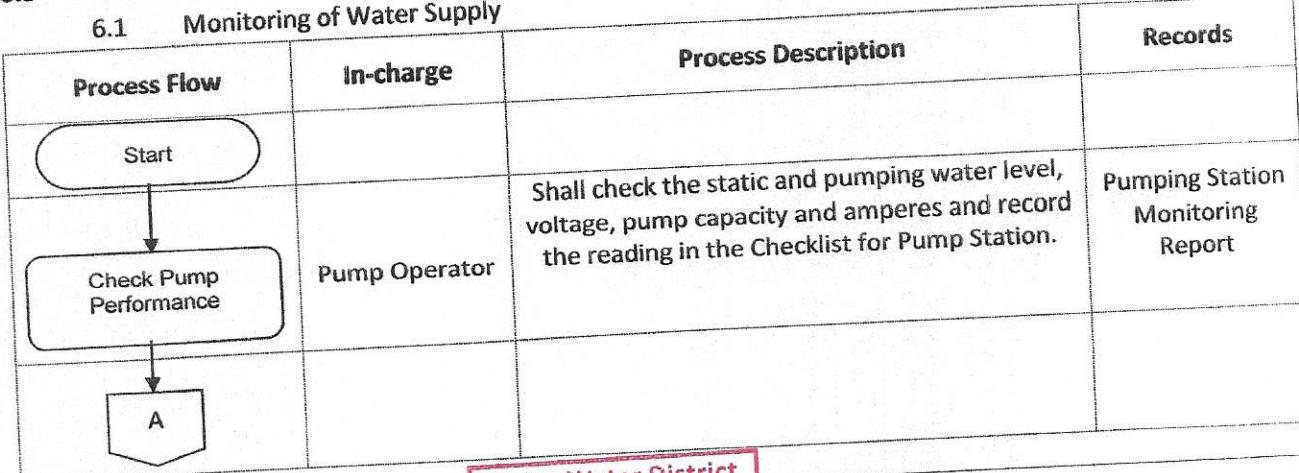
- 4.1 Water Quality Control Procedure

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 The Division Head is in charge and authorized for the process of the procedure.

6.0 PROCEDURE DETAILS

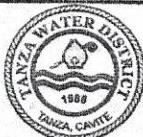
6.1 Monitoring of Water Supply



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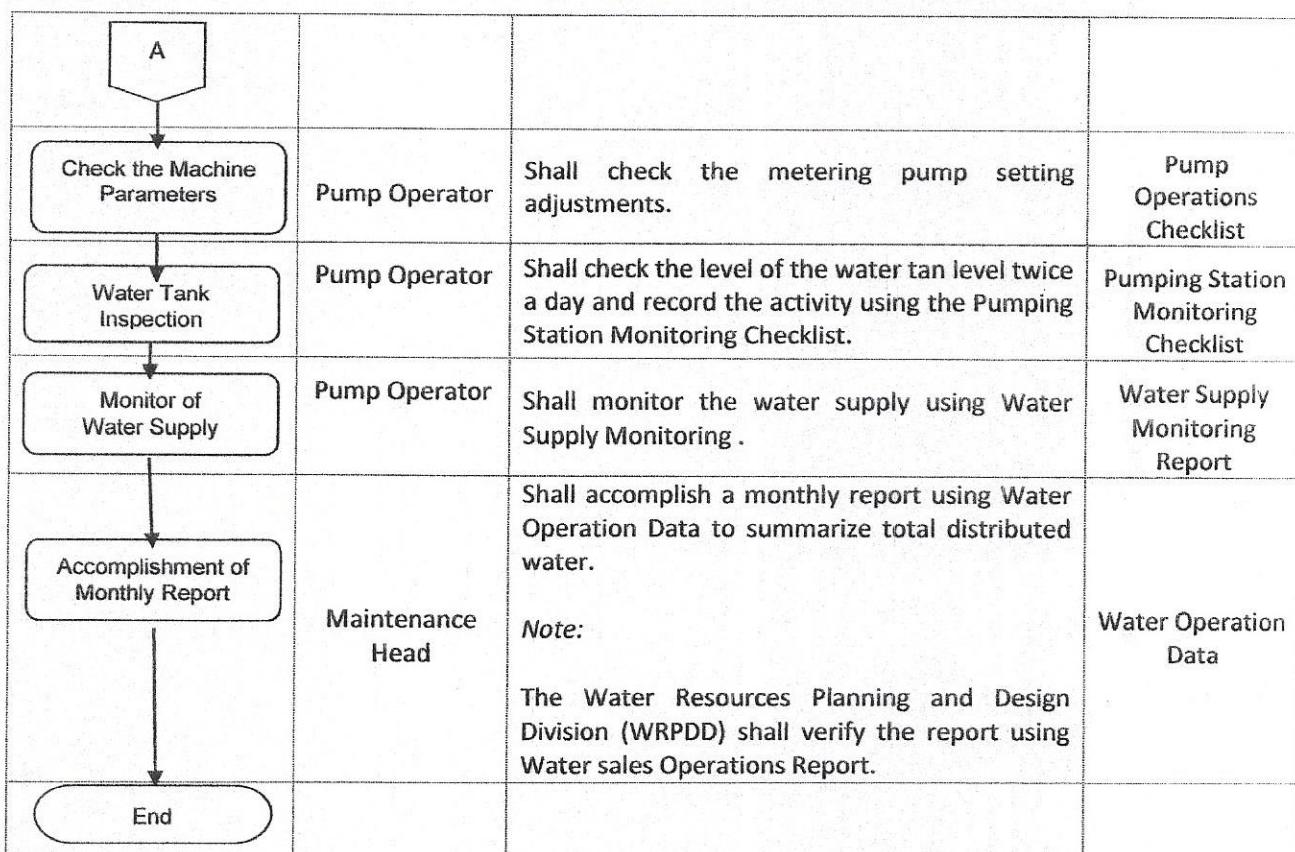
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Document No. : TWD-QP-WRP-002
 Revision Level : Ø
 Page : Page 3 of 5



6.2 Monitoring of Flow Meter of the Pumping Station

Process Flow	In-charge	Process Description	Records
Visual Check of Flow Meter 	Pump Operator	The pump operators shall do a visual check of the flow meter.	Water Quality Monitoring Report
Record of Reading 	Pump Operator	Shall record the reading on the Pump Operation Checklist after the visual check of the flow meter	Pump Operation Checklist
Water Supply Monitoring 	Pump Operator	Shall also record the inflow and outflow of water supply.	Water Supply Monitoring Report
End			

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Document No. : TWD-QP-WRP-002
Revision Level : Ø
Page : Page 4 of 5

6.3 Maintenance of the Pipeline (Pressure Monitoring)

Process Flow	In-charge	Process Description	Records
Start			
Visual Inspection	Pump Operator	Shall schedule the performance of water quality testing using the Testing Schedule Monitoring.	Testing Schedule Monitoring
Check Water Supply	Pump Operator	Shall conduct extraction of samples from all pumping station and record the activity using the Water Quality Monitoring.	Water Quality Monitoring Report
End			

- 6.4 The Quality Control Personnel shall get a water sample every 1st week and 2nd week of the month and submit to the accredited testing laboratory.

- 6.4.1 The Quality Control Personnel shall keep all test result for future reference.

6.5 Reports

Reports	Frequency	Responsible
Accomplishment Report	Monthly	Pump Operator
Flushing Report	Monthly	Pump Operator
Pressure Monitoring	Daily	Pump Operator

7.0 PERFORMANCE INDICATORS

- 7.1 Division Head shall ensure that all specimens are properly labeled.

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	Water Supply Control Procedure	Document No. : TWD-QP-WRP-002
		Revision Level : Ø
		Page : Page 5 of 5

8.0 ATTACHMENTS AND FORMS

- 8.1 Water Quality Monitoring Report
- 8.2 Water Supply Monitoring Report
- 8.3 Testing Schedule Monitoring
- 8.4 Pumping Station Monitoring Checklist
- 8.5 Pump Operation Checklist
- 8.6 Pumping Station Monitoring Report

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Tanza, Cavite

WATER QUALITY MONITORING REPORT

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Noted by:

Approved by:



WATER SUPPLY MONITORING REPORT

Pumping Station Location: _____

Operator Name/s: _____

Shift	Date:						
Total							

Shift	Date:						
Total							

Shift	Date:						
Total							

Tanza Water District

Shift	Date: 06/27/2016	Date: N/D	Date: 06/27/2016	Date: N/D	Date: 06/27/2016	Date: N/D	Date: 06/27/2016
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Tanza, Cavite

PUMPING STATION MONITORING CHECKLIST

Date: _____
Time of Duty: _____
Pumping Station: _____

Pumping Station Checklist	Reading	Time
Static Water Level		
Pumping Water Level		
Voltage		
Pump Capacity		
Current		
Flowmeter AM		
Flowmeter PM		
Water Tank AM		
Water Tank PM		
Generator Checklist	Remarks	Time
Fuel		
Oil		
Water		
Motor On		
Motor Off		
Duration		
Cleaning Control Panel		

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Tanza, Cavite

PUMPING STATION MONITORING CHECKLIST

Date: _____
Time of Duty: _____
Pumping Station: _____

Pumping Station Checklist	Reading	Time
Static Water Level		
Pumping Water Level		
Voltage		
Pump Capacity		
Current		
Flowmeter AM		
Flowmeter PM		
Water Tank AM		
Water Tank PM		
Generator Checklist	Remarks	Time
Fuel		
Oil		
Water		
Motor On		
Motor Off		
Duration		
Cleaning Control Panel		

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PUMPING STATION MONITORING CHECKLIST

Date: _____
Time of Duty: _____
Pumping Station: _____

Pumping Station Checklist	Reading	Time
Static Water Level		
Pumping Water Level		
Voltage		
Pump Capacity		
Current		
Flowmeter AM		
Flowmeter PM		
Water Tank AM		
Water Tank PM		
Generator Checklist	Remarks	Time
Fuel		
Oil		
Water	Tanza Water District	
Motor On	OCT 27 2016	
Motor Off		
Duration		
Cleaning Control Panel	MASTER COPY	

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PUMPING STATION MONITORING CHECKLIST

Date: _____
Time of Duty: _____
Pumping Station: _____

Pumping Station Checklist	Reading	Time
Static Water Level		
Pumping Water Level		
Voltage		
Pump Capacity		
Current		
Flowmeter AM		
Flowmeter PM		
Water Tank AM		
Water Tank PM		
Generator Checklist	Remarks	Time
Fuel		
Oil		
Water	Tanza Water District	
Motor On		
Motor Off		
Duration		
Cleaning Control Panel	CONTROLLED COPY	



TESTING SCHEDULE MONITORING

Date Updated:



PUMP OPERATION CHECKLIST

Time of Duty: _____

Date: _____

Water Treatment Checklist:

Pumping Station No.

Time Prepared: _____

Pumping Station No.

Time Prepared:

Pumping Station No.

Time Prepared:

Pumping Station No.

Sampling Station No. _____

Pumping Station No.

Time Prepared:

Pumping Station No

Pumping Station No. _____
Time Prepared: _____

Pumping Station No.

Pumping Station No. 1

Running Station No.

Pumping Station No.

Pumping Station No.

Pumping Station No.

Burnside Station No.

Pumping Station No.

Remarks:

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Accomplished by:

Received by

PUMPING STATION MONITORING REPORT

Pumping Station No. _____